

## **PART-145 APPROVAL RECOMMENDATION REPORT**

## **EASA FORM 6**

### **Part 1: General No. 1**

Name of organisation and approval reference: XXXXXXXX EE.145.01xx

Requested approval rating: xxxxxxxxx

Form 2 dated\*: dd.mm.yyyy

FAA FAR 145 Cert No (if applicable): xxxx

Address of facility audited: xxxxxxxxxxxxx

Audit period: From: mm.yyyy to: mm.yyyy.

Date(s) of audit and audit reference(s): dd.mm.yyyy- dd.mm.yyyy\* 4.5-19/xx/xxxx

Person(s) interviewed: xxxxxxxx – Accountable Manager  
xxxxxxx – Maintenance Manager  
xxxxxxx –Quality manager

Competent authority surveyor(s): xxxxxxxx, xxxxxxxx

Competent authority office: Estonian Transport Administration, Technical Department

Date of Form 6 Part 1 General 1 completion: dd.mm.yyyy \*\*

\* day when documentation check started – day when audit was closed.

\*\* date when recommendation was signed

### **Part 1: General No. 2**

Name of organisation and approval reference: XXXXXXXX

Requested approval rating: xxxxxxxxx

Form 2 dated\*: dd.mm.yyyy

FAA FAR 145 Cert No (if applicable): xxxx

Address of facility audited: xxxxxxxxxxxxx

Audit period: From: dd.mm.yyyy to: dd.mm.yyyy

Date(s) of audit and audit reference(s): dd.mm.yyyy- dd.mm.yyyy 4.5-19/xx/xxxx

Person(s) interviewed: xxxxxxxx – Accountable Manager  
xxxxxxx – Maintenance Manager  
xxxxxxx –Quality manager

Competent authority surveyor(s): xxxxxxxx, xxxxxxxx

Competent authority office: Estonian Transport Administration

Date of Form 6 Part 1 General 1 completion:

**Part 1: General No. 3**

Name of organisation and approval reference: XXXXXXXX

Requested approval rating: xxxxxxxxx

Form 2 dated\*: dd.mm.yyyy

FAA FAR 145 Cert No (if applicable): xxxx

Address of facility audited: xxxxxxxxxxxxx

Audit period: From: dd.mm.yyyy to: dd.mm.yyyy.

Date(s) of audit and audit reference(s): dd.mm.yyyy- dd.mm.yyyy 4.5-19/xx/xxxx

Person(s) interviewed: xxxxxxxx – Accountable Manager  
xxxxxxx – Maintenance Manager  
xxxxxxx –Quality manager

Competent authority surveyor(s): xxxxxxxx, xxxxxxxx

Competent authority office: Estonian Transport Administration

Date of Form 6 Part 1 General 1 completion:

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**Part 1: General No. 4**

Name of organisation and approval reference: XXXXXXXX

Requested approval rating: xxxxxxxxx

Form 2 dated\*: dd.mm.yyyy

FAA FAR 145 Cert No (if applicable): xxxx

Address of facility audited: xxxxxxxxxxxxx

Audit period: From: dd.mm.yyyy to: dd.mm.yyyy

Date(s) of audit and audit reference(s): dd.mm.yyyy- dd.mm.yyyy 4.5-19/xx/xxxx

Person(s) interviewed: xxxxxxxx – Accountable Manager  
xxxxxxx – Maintenance Manager  
xxxxxxx –Quality manager

Competent authority surveyor(s): xxxxxxxx, xxxxxxxx

Competent authority office: Estonian Transport Administration

Date of Form 6 Part 1 General 1 completion:

## Part 2: Part-145 Compliance Audit Review

The three columns may be labelled & used as necessary to record the approval class &/or product line reviewed.  
 Against each column used of the following Part-145 sub-paragraphs please complete the box with one of four indicators:  
 C, which means Compliance;  
 NA, which means the requirement is Not Applicable to the activity at the address audited;  
 No, which means Finding No, refer to corresponding paragraph in Part 4;  
 NR, which means the requirement is applicable but not reviewed;  
 IC, which means implementation check.

Para	Subject	Date: Kuupäeva sisestamiseks klõpsake siin.	Date: Kuupäeva sisestamiseks klõpsake siin.	Date: Kuupäeva sisestamiseks klõpsake siin.	Date: Kuupäeva sisestamiseks klõpsake siin.
145.A.15	Application	-	-	-	-
145.A.20	Terms of Approval	-	-	-	-
145.A.25	Facility requirements	-	-	-	-
145.A.30	Personnel requirements	-	-	-	-
145.A.35	Certifying Staff and support staff	-	-	-	-
145.A.36	Records of airworthiness review staff	-	-	-	-
145.A.40	Equipment, Tools and material	-	-	-	-
145.A.42	Acceptance of Components	-	-	-	-
AMC M.A.501(c) & (d)5	Acceptance of standard parts, raw and consumable material	-	-	-	-
145.A.45	Maintenance Data	-	-	-	-
145.A.47	Production Planning	-	-	-	-
145.A.48	Performance of Maintenance	-	-	-	-
145.A.50	Certification of Maintenance	-	-	-	-
145.A.55	Maintenance Records	-	-	-	-
145.A.60	Occurrence Reporting	-	-	-	-
145.A.65	Safety and Quality Policy, maintenance procedures and Quality System	-	-	-	-
145.A.70	Maintenance Organisation Exposition (see Part 3)	-	-	-	-

145.A.75	Privileges of the organisation	-	-	-	-
145.A.80	Limitations on the organisation	-	-	-	-
145.A.85	Changes to the organisation	-	-	-	-
145.A.95	Findings	-	-	-	-
Competent surveyor(s):		-	-	-	-
Competent authority office: Estonian Transport Administration					

**Part 3: Compliance with 145.A.70 Maintenance organisation exposition**

Please complete each box with one of four indicators:

C, which means Compliance;

NA, which means the requirement is Not Applicable to the activity at the address audited;

No, which means finding number, refer to corresponding paragraph in part 4;

NR, which means the requirement is applicable but not reviewed;

IC, which means implementation check.

**Part 1 Management**

Ch	Title	Date: Kuupäeva sisestamiseks klõpsake siin	Date: Kuupäeva sisestamiseks klõpsake siin	Date: Kuupäeva sisestamiseks klõpsake siin	Date: Kuupäeva sisestamiseks klõpsake siin
1.1	Corporate commitment by the accountable manager	-	-	-	-
1.2	Safety and Quality Policy	-	-	-	-
1.3	Management personnel	-	-	-	-
1.4	Duties and responsibilities of the management personnel	-	-	-	-
1.5	Organization Management Chart	-	-	-	-
1.6	List of Certifying staff and B1 and B2 support staff (Note: a separate document may be referenced)	-	-	-	-
1.7	Manpower resources	-	-	-	-
1.8	General description of the facilities at each address intended to be approved	-	-	-	-
1.9	Organization's intended scope of work	-	-	-	-
1.10	Notification procedure to the competent authority regarding changes to the organisation's activities / approval / location / personnel	-	-	-	-
1.11	Exposition amendment procedures	-	-	-	-

## Part 2 Maintenance Procedures

Ch	Title	Date: Kuupäeva sisestamiseks klõpsake siin	Date: Kuupäeva sisestamiseks klõpsake siin	Date: Kuupäeva sisestamiseks klõpsake siin	Date: Kuupäeva sisestamiseks klõpsake siin
2.1	Supplier evaluation and subcontract control procedure	-	-	-	-
2.2	Acceptance/inspection of aircraft components and material from outside contractors	-	-	-	-
2.3	Storage, tagging, and release of aircraft components and material to aircraft maintenance	-	-	-	-
2.4	Acceptance of tools and equipment	-	-	-	-
2.5	Calibration of tools and equipment	-	-	-	-
2.6	Use of tooling and equipment by staff (including alternate tools)	-	-	-	-
2.7	Cleanliness standards of maintenance facilities	-	-	-	-
2.8	Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff	-	-	-	-
2.9	Repair procedure	-	-	-	-
2.10	Aircraft maintenance program compliance	-	-	-	-
2.11	Airworthiness Directives procedure	-	-	-	-
2.12	Optional modification procedure	-	-	-	-
2.13	Maintenance documentation in use and completion of same	-	-	-	-
2.14	Technical record control	-	-	-	-
2.15	Rectification of defects arising during base maintenance	-	-	-	-
2.16	Release to service procedure	-	-	-	-
2.17	Records for the operator	-	-	-	-
2.18	Reporting of defects to the competent authority/Operator/Manufacturer	-	-	-	-
2.19	Return of defective aircraft components to store	-	-	-	-
2.20	Defective components to outside contractors	-	-	-	-

2.21	Control of computer maintenance record systems	-	-	-	-
2.22	Control of man-hour planning versus scheduled maintenance work	-	-	-	-
2.23	Control of critical tasks	-	-	-	-
2.24	Reference to specific maintenance procedures	-	-	-	-
2.25	Procedures to detect and rectify maintenance errors	-	-	-	-
2.26	Shift / task handover procedures	-	-	-	-
2.27	Procedures for notification of maintenance data inaccuracies and ambiguities to the type certificate holder	-	-	-	-
2.28	Production planning procedures	-	-	-	-

**Part L2 Additional Line Maintenance Procedures**

L2.1	Line maintenance control of aircraft components, tools, equipment, etc.	-	-	-	-
L2.2	Line maintenance procedures related to servicing/ fueling/ deicing, etc.	-	-	-	-
L2.3	Line maintenance control of defects and repetitive defects	-	-	-	-
L2.4	Line procedure for completion of technical log	-	-	-	-
L2.5	Line procedure for pooled parts and loan parts	-	-	-	-
L2.6	Line procedure for return of defective parts removed from aircraft	-	-	-	-
L2.7	Line procedure control of critical tasks	-	-	-	-

**Part 3 Quality System Procedures**

3.1	Quality audit of organisation procedures	-	-	-	-
3.2	Quality audit of aircraft	-	-	-	-
3.3	Quality audit remedial action procedure	-	-	-	-
3.4	Certifying staff qualification and training procedure	-	-	-	-
3.5	Certifying staff records	-	-	-	-
3.6	Quality audit personnel	-	-	-	-
3.7	Qualifying inspectors	-	-	-	-
3.8	Qualifying mechanics	-	-	-	-
3.9	Aircraft/ aircraft component maintenance tasks exemption process control	-	-	-	-
3.10	Concession control for deviation from organization's procedures	-	-	-	-
3.11	Qualification procedure for specialized activities such as NDT, welding etc.	-	-	-	-
3.12	Control of manufacturers' and other maintenance working teams	-	-	-	-
3.13	Human Factors training procedure	-	-	-	-
3.14	Competence assessment of personnel	-	-	-	-
3.15	Training procedures for on-the-job training as per Section6 of Appendix III to Part-66 (limited to the case where the competent authority for the Part-145 approval and for the Part-66 license is the same).	-	-	-	-
3.16	Procedure for the issue of a recommendation to the competent authority for the issue of a Part-66 licence in accordance with 66.B.105 (limited to the case where the competent authority for the Part-145 approval and for the Part-66 licence is the same).	-	-	-	-



**Part 4**

4.1	Contracting operators	-	-	-	-
4.2	Operator procedures / paperwork	-	-	-	-
4.3	Operator record completion	-	-	-	-

**Part 5 Appendices**

5.1	Sample Documents	-	-	-	-
5.2	List of subcontractors	-	-	-	-
5.3	List of Line maintenance locations	-	-	-	-
5.4	List of Part-145 organisations	-	-	-	-

<b>Competent surveyor(s):</b>	-	-	-	-
Competent authority office: <b>Estonian Transport Administration</b>				

**Implementation Checks No. 1:**


**Implementation Checks No. 2:**


**Implementation Checks No. 3:**


**Implementation Checks No. 4:**


**Part 4: Findings Part-145 Compliance Status No. 1**

Each level 1 and 2 finding must be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.

No	Part-145 ref.	MOE ref.	Finding	Level	Corrective Action Due Date	Date Closed	Reference

**Notes and proposals:**

This administrative act may be challenged by sending a challenge to Estonian Transport Administration (Valge 4, Tallinn 11413, phone +372 610 3500) within 30 days starting from the date of becoming aware of the administrative act

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**Part 4: Findings Part-145 Compliance Status No. 2**

Each level 1 and 2 finding must be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.

No	Part-145 ref.	MOE ref.	Finding	Level	Corrective Action Due Date	Date Closed	Reference

**Notes and proposals:**

This administrative act may be challenged by sending a challenge to Estonian Transport Administration (Valge 4, Tallinn 11413, phone +372 610 3500) within 30 days starting from the date of becoming aware of the administrative act

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**Part 4: Findings Part-145 Compliance Status No. 3**

Each level 1 and 2 finding must be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.

No	Part-145 ref.	MOE ref.	Finding	Level	Corrective Action Due Date	Date Closed	Reference

**Notes and proposals:**

This administrative act may be challenged by sending a challenge to Estonian Transport Administration (Valge 4, Tallinn 11413, phone +372 610 3500) within 30 days starting from the date of becoming aware of the administrative act

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**Part 4: Findings Part-145 Compliance Status No. 4**

Each level 1 and 2 finding must be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.

No	Part-145 ref.	MOE ref.	Finding	Level	Corrective Action Due Date	Date Closed	Reference

**Notes and proposals:**

This administrative act may be challenged by sending a challenge to Estonian Transport Administration (Valge 4, Tallinn 11413, phone +372 610 3500) within 30 days starting from the date of becoming aware of the administrative act

**Part 5: Part 145 Approval or continued approval or change recommendation No. 1**

Name of organization and approval reference:

The following Part-145 scope of approval is recommended for this organisation:

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Name of recommending competent authority surveyor.

Signature of recommending competent authority surveyor: Signed digitally

Competent authority office: Estonian Transport Administration

Date of recommendation:

Form 6 review (quality check): Signed digitally

Date:

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**Part 5: Part 145 Approval or continued approval or change recommendation No. 2**

Name of organization and approval reference:

The following Part-145 scope of approval is recommended for this organisation:

Name of recommending competent authority surveyor:

Signature of recommending competent authority surveyor: Signed digitally

Competent authority office: Estonian Transport Administration

Date of recommendation:

Form 6 review (quality check):

Date:

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**Part 5: Part 145 Approval or continued approval or change recommendation No. 3**

Name of organization and approval reference:

The following Part-145 scope of approval is recommended for this organisation:

Or, it is recommended that the Part-145 scope of approval specified in EASA Form 3 referenced EE.145.xxxx to be continued.

Name of recommending competent authority surveyor:

Signature of recommending competent authority surveyor: Signed digitally

Competent authority office: Estonian Transport Administration

Date of recommendation:

Form 6 review (quality check):

Date:

**Part 5: Part 145 Approval or continued approval or change recommendation No. 4**

Name of organization and approval reference:

The following Part-145 scope of approval is recommended for this organisation:

Or, it is recommended that the Part-145 scope of approval specified in EASA Form 3 referenced EE.145.xxxx to be continued.

Name of recommending competent authority surveyor:

Signature of recommending competent authority surveyor: Signed digitally

Competent authority office: Estonian Transport Administration

Date of recommendation:

Form 6 review (quality check):

Date: